



# White Rock Christian Academy

## **JSP Homestay Facilitator — Job Description**

The Japanese Student Program (JSP) is a 10.5-month cultural and educational experience at WRCA. In addition to English language learning, students will grow in language, culture, and spirit through family, church, and school. Japanese students from Chukyo High School in Japan will reside with Christian Canadian families through a homestay experience organized by a Homestay Facilitator. The Homestay Facilitator will work closely with the JSP Coordinator throughout the students' stay

### **Responsibilities**

#### **Recruit and Facilitate Homestay Families**

- Conduct homestay placement interviews and meetings.
- Be familiar with BC Homestay Guidelines and expectations.
- Implement the Introductory Homestay Family Meeting each year in March.
- Organize JSP meetings to select homestay families for the following year's group.
- Obtain driver's abstracts and criminal record checks for all selected families.
- Maintain a list of two (1 male, 1 female) or more backup homestays in case a student needs to be moved mid-year.
- Make new arrangements and relocate a student to a new home as necessary.

#### **Transition JSP Students into Canadian Homestays**

- Be on call for the duration of the program for any student emergencies.
- Be available on LINE for student communication.
  - Meet with each student monthly:
    - Check in on their homestay situation.
    - Check in on their social life with friends and Canadian peers.
    - Assess cleanliness, homesickness, and overall health (mental, physical, spiritual, etc.).
  - Maintain documentation for each meeting.
- Provide coaching to help students adapt to life in Canada.
- Apply for BC Medical Services cards for new students.
- Ensure all students have an ESTA for travel to the USA.
- Complete custodianship paperwork:
  - Submit required documents to Chukyo.
  - Arrange notarized custodianship papers (Head of School to sign as Guardian).

#### **Guide Canadian Homestays in Caring for JSP Students and Understanding Program Expectations**

- Assist in maintaining the Japanese Homestay Manual for JSP families (outlining expectations and rules in conjunction with the Coordinator).
- Provide support to homestay families through phone and email, responding to inquiries and concerns.
- Conduct two home visits per year for each homestay to ensure compliance with BC Host Family Regulations and WRCA standards (one in-person visit and one via FaceTime).
- Send clarification emails to homestay families as needed regarding rules and expectations.

#### **Assist the Coordinator in Running an Effective Program**

- Communicate with the Coordinator about any situations involving homestays or students.
- Attend 1–2 field trips per month.
- Assist with graduation setup, ceremony, and luncheon.